

MEMORANDUM TO: DISTRIBUTION

FROM: SUSAN L. FREY
DEPARTMENTAL RECORDS OFFICER, SO-312

SUBJECT: RM 01-28, NARA FEDERAL RECORDS CENTER OPERATIONS FOR FY2002

The attached letter from NARA, dated May 4, 2001, discusses the charge back system for records storage including the anticipated charges for FY2002. The annual cost for storage and handling will increase slightly to \$3.43, from FY01's charge of \$3.34, per cubic foot. The charges will be billed monthly in arrears due to the limitations of their current billing system.

The NARA letter also discusses their plans to implement transactional billing in FY2003 for the storage and handling services. A different fee will be assessed by Accession Number for storage costs based on the needs for storage in the following categories:

- Standard Records
- Classified Records
- Environmentally sensitive records – text
- Environmentally sensitive records – film and other media

Similarly, a separate fee will be charged at the Accession Number level for any of several handling tasks, such as receipt, retrieval and delivery, disposition, and research support.

DOE has been selected to help pilot the billing system to be used by NARA. A two digit NARA Charge Code will be assigned to each accession number based on record ownership to allow transactional billing. Although transaction billing will not start until FY2003, we will begin assigning the Codes to the accession numbers in the NARS5 database during the next several months. A listing of the Codes has been prepared identifying the DOE record creation entities, past and present, and the preliminary list is attached to this numbered memo. Please review the listing and provide comments to DOE HQ (attention Susan Frey with a copy to Jay Blewett). We are especially interested in identifying additional creating sites that are not covered in the listing.

As the Accession Numbers are assigned the Records Creation Codes, a listing of the Accessions assigned to each of these Codes will be forwarded for your review. For those records in dispute, the SF135 will be used to establish the ownership. We appreciate your support as we work with you and NARA on this task.

Attachments